



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-23-216-05

Position: FARM SUPERVISOR

Department: Justice and Governance

Location: Partridge Creek Farm

Status: Term

Hours: 75 Hours Bi-Weekly

Salary: \$ 59, 999.00 – \$ 78, 500 .00 per year [\$ 30.46– \$ 40.12 per hour]

Posting Date: March 8, 2023

Closing Date: March 22, 2023

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

Residing at Partridge Creek, 125 km south of Dawson City on the Klondike Highway, this is an ideal opportunity for an individual who enjoys planning, coordinating and supervising a team on-site in implementing a farm project plan. It is an amazing opportunity to collaboratively implement a project based on the priorities and deliverables of the Nation in maintaining and ensuring the assets of FNNND property is secure and protected.

THE PERSON

The person is a reliable, motivated, self-ambitious, hard worker who has the ability to plan and lead a team in a remote wilderness farm setting. Having the ability to establish and maintain good working relationships to develop a rapport with Citizens in support, trust, cooperation and assistance ensuring the project sustains production and food sustainability. The person is confident in project management and maintaining on-site facilities, equipment maintenance and site enhancement activities in collaboration and in support with farm staff.

QUALIFICATIONS

The ideal candidate has Grade 12 or GED equivalency and/ or Horticulture, with a combination of education, training and experience in project management. We are seeking someone who has 3-5 years supervisory experience and managing operations in an agricultural off-site setting would be an asset. Certification in an Occupational Health and Safety program or the willingness to obtain the appropriate education is an asset. The ability to communicate in a clear, concise, diplomatic manner is required.

If you are interested in this opportunity, please inquiries and resumes to:

Karen Clark-Marlow
Director, Human Resources and Capacity
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hrd@nndfn.com

Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens.

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Farm Supervisor
Department:	Justice and Governance
Supervisor:	Director of Justice and Governance
Date:	February 2023
Status:	Term
Classification:	Level 5

Job Summary

Reporting to the Director of Justice and Governance the Farm Supervisor is a position that requires the incumbent to reside on site and is responsible for coordinating and implementing the farm project plan, maintaining and overall ensuring the assets of FNNND property at Partridge Creek is secure and protected. This position is responsible for coordinating on-site facilities, equipment maintenance and site enhancement activities in collaboration and in support with farm staff to ensure the project is managed effectively and efficiently on behalf of the priorities and deliverables of the Nation.

Main Duties

- Coordinates and completes administrative duties, such as, record time keeping, purchase orders, inventory and asset control, project planning, etc.;
- Ability to communicate effectively with internal and external contacts;
- Assists in recruiting, training and directing garden labourers on-site with effective work plans;
- Supervises and plans a wide range of operations including planting, cultivating, irrigating, fertilizing, pesticide control and harvesting;
- Ensures deadlines are met for activities, such as, seeding and harvesting and assists with planting and harvesting activities;
- Ability to demonstrate proper food handling and preservation techniques;
- In collaboration with the supervisor and inter-departmental FNNND teams assists in the development of health and safety programming for the property (i.e. Risk Assessments, Fire Smart Initiative, Evacuation Plan, Staff Training – First Aid, WHMIS, human bear conflict, etc.);
- Ensures and enforces compliance with government legislation, regulations and health and safety standards at all times;
- Greets and regularly informs FNNND Citizens on garden and food preservation opportunities and activities (i.e. Calendar of Events/ Job Postings/ Volunteers, etc.);
- Makes recommendations and may prepare briefing notes regarding property and operational improvements (i.e. beautification projects, youth/Elder programs, etc.);
- Ability to inspect, maintain and clean farm garden plots, equipment and supplies ensuring regular maintenance schedules, repairs and inventory control, as required;
- Ability to operate small engine equipment (i.e. tractor, mower, landscaping tools, etc.);
- Ability to install, maintain and monitor irrigation systems and practice water conservation regularly;
- Ability to prepare and store property grounds, facilities and inventory for seasonal closures;

- Ability to create and support a team-work environment and actively participate and empower staff; and
- Other duties as required.

Qualifications

1) Education & Experience:

- High school or GED Equivalent and/ or certification in Horticulture, an asset;
- Combination of education, training and experience in project management;
- 3- 5 years supervisory experience and managing facilities and/ or operations in an agricultural off-site setting, an asset; and
- Occupational Health and Safety Training, an asset.

2) Knowledge, Skills and Abilities:

- Must have good written and oral communication skills;
- Conflict resolution skills, an asset;
- Must have self-initiative and motivation skills to lead others;
- Knowledgeable of MS Office software (i.e. Outlook, Excel, Word, Publisher);
- Must have ability to trouble shoot and be mechanically inclined;
- Knowledgeable of methods of safe food preservation; and
- Must have good work ethic;
- Knowledge of relevant traditional First Nation harvesting principals, an asset; and
- Knowledge of composting and recycling methods, an asset.

Impact / Accountability

The work of this position directly impacts the security and protection of property facilities and surrounding land and water in effective agricultural and renewable resource management. The incumbent is fully accountable for the overall project in production and food sustainability and works independently in protecting the assets of the Partridge Creek Farm property and in identifying and recommending effective land use planning initiatives and outcomes. Therefore, the incumbent must have the ability to establish and maintain good working relationships with staff and develop an excellent rapport with Citizens to gain support, trust, cooperation and assistance with the project.

Decision Making

Priorities, goals and objectives for the project are established in conjunction with the Director of Justice and Governance. A project operational plan will be developed and implemented each fiscal year inclusive to outlining the deliverables and timelines for the operation and protection of assets of the property. Ultimate operational decision making (i.e. crisis management) is forwarded to the Director of the department.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
FNNND Citizens	Create awareness of farm project
Council	May be asked to exchange information
Executive Director	May be asked to exchange information
Director of Justice and Governance	Provides direction and support
First Nation Governments, YG, Federal and Other Agencies	May be asked to exchange information

Positions to Supervise

- Garden Labourers
- External Contractors (on-site)

Working Conditions

The incumbent must be comfortable and confident in residing in a remote location 125 km south of Dawson City, Yukon on the Klondike Highway in shared living space among other project support workers (i.e. Garden Labourers, Volunteers). Must have ability to work long hours, early mornings and weekends, and work outdoors in all weather conditions of the season. Heavy lifting may be required. As site supervisor over personnel and property, the incumbent must be comfortable in asserting and directing corrective operational requirements, methods and may encounter resistance (i.e. public trespassers and/ or wildlife) to policies and procedures and/ or preventative wildlife encounters. The use of alcohol or drug substances on FNNND property sites is prohibited at all times (during and after working hours) and may be grounds for immediate dismissal.

Conditions of Employment

- Valid Class 5 Yukon Driver's License and Abstract
- Valid Class 4 an asset
- Vulnerable Criminal Record Check
- Wilderness First Aid or willing to attain
- WHIMIS or willing to attain